



## PR/116379 | Legal Specialist

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1513417

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

March 18th, 2025 17:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Job Title: Legal Specialist**
**Job Summary:**

- We are seeking a skilled and knowledgeable Legal Specialist to join our team in Thailand. The ideal candidate will be responsible for providing expert legal support and guidance to the company, ensuring compliance with Thai laws and regulations. The Legal Specialist will handle various legal tasks including contract management, legal research, compliance monitoring, and assisting in dispute resolution. This role requires an individual with a strong understanding of Thai legal systems, business law, and the ability to work effectively with internal teams and external legal counsel.

**Key Responsibilities:**

**Agreement and Contract**

- Working under the direction of the team to provide legal and operational advice on work related to agreements, contractual provisions and other related concerns which also include providing legal knowledge to colleagues in the area of responsibilities.
- Engage in all legal related work in relation to the group companies' business in order to procure and protect the rights and benefits and prevent any incompliance risks.
- Review legal documents, as well as contact governmental offices.
- Review and draft all types of contracts.

**Legal Compliance and Advisory**

- Provide legal advice to and co-operate with other departments and all group companies including other affiliates worldwide.
- Support and co-ordinate with any compliance, litigations, corporate legal or audit related work.
  
- Manage and secure all required business licenses and privileges.

**Regulatory Oversight**

- Liaise with regulatory authorities to ensure timely compliance with industry-specific regulations.
- Support audits related to compliance breaches.

**Dispute Resolution**

- Manage pre-litigation and litigation matters, including coordination with external legal counsel.
- Lead efforts in alternative dispute resolution to minimize litigation risks.

**Teamwork and Collaboration**

- Collaborate with cross-functional teams to align legal support with company goals.
- Provide training on legal and compliance topics to employees as needed.

**Qualifications and Requirements:**

- Bachelor's degree or Master's degree in law.
- Minimum 3–5 years of legal experience.
- Strong knowledge of corporate and regulatory law.
- Ability to work collaboratively in a team environment and provide practical legal advice to various stakeholders.
- Excellent drafting, negotiation, analytical and detail-oriented skills.
- Excellent command of English or Chinese and Thai.

**Working Hours:**

- 6 days a week

**Salary:**

- 35,000 – 50,000 THB

**Location**

- Chidlom

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**Company Description**